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| **COMPUTER FORM 2 SCHEMES OF WORK – TERM 2** | | | | | | | | |
| **DATABASES** | | | | | | | | |
| **WEEK** | **LESSON** | **TOPIC** | **SUB - TOPIC** | **OBJECTIVES** | **LEARNING/TEACHING ACTIVITIES** | **LEARNING/TEACHING RESOURCES** | **REFERENCES** | **REMARKS** |
| **1** | **1-2** |  | DATABASE | By the end of the lesson, the learner should be able to   * Define the database * Explain the concept of D/base | * Q/A discussion | * Class list | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 93-94 |  |
|  | DATABASE MODELS | By the end of the lesson, the learner should be able to   * Define the term d/base model * Explain the difference d/base models * Discuss the features of a database | * Q/A demonstration practical | * Handouts * Books * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 96-98 |  |
|  | DATA ORGANIZATION | By the end of the lesson, the learner should be able to   * Organize data in a database * Start Ms Access | * Q/A demonstration practical | * Handouts * Books * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 97-100 |  |
|  | **3** |  | MS ACCESS SCREEN LAYOUT | By the end of the lesson, the learner should be able to   * Explain the access screen layout * Create a database | * Q/A Demonstration practical | * Letters * Cards * Books * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 100-104 |  |
| **2** | **1** |  | EDITING A D/BASE | By the end of the lesson, the learner should be able to   * Edict a data base | * Q/A Demonstration practical | * Letters * Cart * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 108-109 |  |
|  | **2-3** |  | QUERIES | By the end of the lesson, the learner should be able to   * Define the term query * Crate a query | * Q/A Demonstration Practical | * Letters * Card * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 116-117 |  |
| **3** | **1** |  | UPDATING A QUERY | By the end of the lesson, the learner should be able to   * Update a query * View a query | * Q/A Demonstration practical | * Handouts * Books * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 120-122 |  |
|  | **2-3** |  | FORM DESIGN | By the end of the lesson, the learner should be able to   * Explain the form layout * Create a form | * Q/A Demonstration practical | * Books * Newspaper * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 110-113 |  |
| **4** | **1** |  | FORMATTING FIELDS | By the end of the lesson, the learner should be able to   * Display records in a form * Format fields | * Q/A Demonstration practical | * Handouts | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 113 |  |
|  | **2-3** |  | REPORTS LAYOUT | By the end of the lesson, the learner should be able to   * Define a report * Create a report * Modify a report | Q/A Demonstration Practical | * Handouts * Books * Working Computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 125-129 |  |
| **5** | **1** |  | REPORTS LAYOUT | By the end of the lesson, the learner should be able to   * Sort and group data in a report * Design labels | * Q/A Demonstration practical | * Forms * Report * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 40-41 |  |
|  | **2-3** |  | PRINTING | By the end of the lesson, the learner should be able to   * Define the term printing * Print: form and a report | * Q/A Demonstration Practical | * Forms * Report * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 112 |  |
| **DESKTOP PUBLISHING** | | | | | | | | |
| **6** | **1** |  | DESKTOP PUBLISHING | By the end of the lesson, the learner should be able to   * Define DTP S/W * State then purpose of DTPS/W | * Q/A Demonstration practical | * Clip art * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 132-134 |  |
|  | **2-3** |  | DESIGNING A PUBLICATION | By the end of the lesson, the learner should be able to   * Explain the DTP S/W * Discuss the types of DTP publications | * Q/A Observation Practical | * Letters * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 133-134 |  |
| **7** | **1** |  | DESIGNING A PUBLICATION | By the end of the lesson, the learner should be able to   * Run the DTP program * Explain the DTP screen layout | * Q/A discussion | * Cards, certificates, text, calendars, text books | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 134-136 |  |
|  | **2-3** |  | DESIGNING A PUBLICATION | By the end of the lesson, the learner should be able to   * Set up a publication * Manipulate text and graphics | Q/A demonstration practical | * Cards, certificates, text calendars, textbooks * Working Computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 139-143 |  |
| **8** | **1** |  | TEXT | By the end of the lesson, the learner should be able to   * Design page layout * Use a ruler to measure | * Q/A discussion | * Calendars, textbooks | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 158 |  |
|  | **2-3** |  | GRAPHICS | By the end of the lesson, the learner should be able to   * Define the term graphics * Change full stroke * Reshape objects | * Q/A Demonstration practical | * Books * Handouts * Working Computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 150 |  |
| **9** | **1** |  | GRAPHICS | By the end of the lesson, the learner should be able to   * Copy an object * Import and wrap text | * Q/A Demonstration Practical | * Books * Handouts * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 161-162 |  |
|  | **2&3** |  | GRAPHICS | By the end of the lesson, the learner should be able to   * Group objects * Lock objects | * Q/A Demonstration Practical | * Books * Handouts * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 164-168 |  |
| **10** | **1** |  | ROTATE/CROP | By the end of the lesson, the learner should be able to   * Explain the terms, sort, filter, total, forms * Apply the above features | * Q/A Demonstration practical | * Books * Working computer | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 164 |  |
| **11-14** | **THE SCHOOL CLOSES/END OF TERM EXAMS** | | | | | | | |